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**From:** "USPS eSourcing Administrator" <epassadm@emptoris.com>  
**Date:** Tuesday, August 10, 2010 3:22 PM  
**To:** "USPS eSourcing" <K3CGP0@usps.gov>  
**Subject:** LOCK REPAIRS RFP: You have been invited to participate in RFP LOCK REPAIRS for round: LOCK REPAIRS

Context: LOCK REPAIRS RFP

USPS eSourcing Administrator sent you the following message:

Body:

RFX Name: LOCK REPAIRS

Unique ID: 2WD-10-A-0007

Description: The Postal Service has a need for miscellaneous repairs, maintenance and lock changes to postal-owned equipment for the entire Western Area.

Congratulations, you have been invited to the United States Postal Service LOCK REPAIRS, RFP event! The United States Postal Service is holding this eSourcing event to review potential suppliers' Financial and Business stability, Current and Past Performance, Supplier Capability, and Proposed Approach. All information provided will be kept in confidence.

USPS has elected to utilize the online eSourcing platform EMPTORIS for the REPAIRS, RFP event. This RFP event will solely utilize the USPS eSourcing portal, a web-based electronic solicitation and RFI application that automates, standardizes, and streamlines the sourcing of supplies, services, equipment, transportation, and facilities. Your company is recognized as a registered USPS eSourcing supplier and is invited to participate.

Critical Event dates are listed below:

RFI opens on Friday, July 30, 2010, 1:00 pm – MDT.

RFI will close on Friday, August 13, 2010, 2:00 p.m. – MDT.

All required information and bids must be submitted into the eSourcing portal no later than close, Friday, August 13, 2010, 2:00 p.m. – MDT. Offers that fail to furnish the required information and bids requested may be exclude supplier from consideration.

All invitees are encouraged to review the supplier training tutorials within the USPS eSourcing portal on Friday, July 30, 2010, beginning at 1:00 pm – MDT; prior to performing their entries into this event. The tutorials are short video presentations that suppliers can access by logging into USPS eSourcing with their log-in name and password.

Click on the "Utilities" tab option and in the dropdown select "Tutorials". At mid-screen there

will be Topic tabs, Suppliers can mouse-over any tab for drop-down options for different aspects of the training.

USPS suggests all suppliers review the following 4 topics and training videos:

1. "General Events":

General Navigation,

Viewing and Accepting an RFx,

Attachments – Download and Upload.

2. "RFI/RFP Events":

Viewing Questionnaires, Questions and Attachments,

Responding to Questions

Revising Response to Questions.

3. "RFI/RFP/RFQ Events":

Using System Messaging

Creating Event Reports

4. "RFQ/RFP Events":

Viewing Lots, Items and Attachments

Placing Bid on an Item

Revising and Deleting Bids

In order to participate in this July 30, 2010 RFP event, Offerors are required to use the USPS online eSourcing solution for the event's Questions and Bids. If you forgot your user name or password, go to <https://uspseourcing.emptoris.com> and use the Forgot your Login Name or Password link.

Please follow the instructions below to access the July 30, 2010 RFP event:-

1. Logon to USPS eSourcing
  - i. Enter your user name in the Name field.
  - ii. Enter your password in the Password field.
  - iii. Click the Login button.
2. From the main menu select RFx(s) > Manage RFx(s).
3. Locate the RFx Name in the list of RFx(s).
4. Click on the RFx Name link to view the RFx.

Before the Postal Service can proceed to award, USPS will review all prospective suppliers' bids, Supplier Capability, Current & Past Performance, & Proposed Approaches to this RFP event. For evaluation purposes technical evaluations are more important than price; all factors being considered. The lowest bidder in the RFP is not guaranteed an award.

If there are any questions pertaining to this eSourcing event, please contact Shawn Daniels at 303-743-1246 or Paige Farkas at 303-743-1242.

On behalf of USPS, good luck with the LOCK REPAIRS, RFP event!

Sincerely,

Shawn Daniels Sr. – Purchasing Specialist

**Western Services CMC - U S Postal Service**

Paige Farkas, C.P.M. - Purchasing and SM Specialist

**Western Services CMC - U S Postal Service**

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Please Login to to reply to this message.  
Please do NOT reply to this email.

STATEMENT OF WORK

MISCELLANEOUS REPAIRS/LOCK CHANGES ON POSTAL-OWNED EQUIPMENT (NDCBUS, CBUS, HSCBUS, COLLECTION BOXES & PARCEL LOCKERS)

The Postal Service has a need for miscellaneous repairs, maintenance and lock changes to postal-owned equipment for the entire Western Area. A work order/invoice provide by the COR, will outline the type of work that you would be performing on an as-needed basis. The initial contract term will be for a two-year period with four additional two-year renewal options for a possible total of ten years.

All contractors must have a state license to install/maintain business/residential mailboxes for the area to be serviced. A copy of the license will be required prior to award of any contract.

*Handwritten note: Kind of license*

There may be occasions that other offices will need services and we reserve the right to add additional locations, if mutually agreeable with the contractor, throughout the term of the contract.

MAINTENANCE SERVICES

Lock Changes

The attached work order/invoice lists the types of maintenance that will be required. The majority of services required will be changing the customer compartment lock on postal-owned mail receptacles.

There are several types of delivery equipment: NDCBU (centralized receptacle with carrier/contractor access to rear of unit); CBU, HSCBU, Parcel Lockers (front access). Access locks to the NDCBU, CBU or HSCBU delivery units require a Postal Arrow or Modified Arrow key and an O306P1 key for parcel lockers. Customer locks for the NDCBU, CBU, HSCBU require an O910A or O910B and the parcel lockers require an O306P1 or O910A/Arrow lock combination.

Maintenance on any collection boxes is the primary function of Postal maintenance personnel. If Postal maintenance personnel are unable to do the work, the contractor will be assigned the work. Access locks to the collection boxes require a Postal Arrow Lock or Modified Arrow Lock. Maintenance services on the collection boxes may include: installing or replacing the arrow locks, replacing or tightening the anchor bolts, installing McGard nuts, and moving or replacing the unit.

Box Replacement

A unit may require replacement due to a safety hazard or other emergency situation. If a contractor is required to replace any equipment, they need to pick up the new units stored

at designated facilities as directed by the COR. The contractor will need an authorized document (usually the work order form) signed by a designated postal representative to pick up any equipment (CBUs, parcel lockers, collection boxes, parts) unless it is an emergency situation approved by the COR (verbal/phone or email). The contractor will return the used boxes they remove to the designated area.

**STRICT CONTROL OF POSTAL EQUIPMENT IS A MUST. NO ONE SHOULD TAKE ANY EQUIPMENT WITHOUT PRIOR APPROVAL FROM THE COR OR DESIGNEE.**

The contractor will prepare replacement units and ensure boxes are installed/replaced at the correct location. Contractor will also ensure the customer keys are deposited into the correct customer compartment. Each CBU set of keys will be matched to each lock to verify the keys/locks are in working condition.

Key distribution: options to distribute keys – subject to but not limited to the following:

*Keys labeled*

The contractor will place keys in envelopes and write the correct compartment number and customer address on the envelope.

As directed by the COR or station designee, the keys will either be returned to the station or left in the new unit's customer compartments for the carrier to deliver.

*Keys* →

Due to emergency replacement or other special circumstances approved by the contracting officer's representative, the contractor may be asked to deliver keys to the customer's residence if no other option is available.

Every effort by the Postal Service and the contractor should be made to ensure customers receive the correct keys for the new mailbox units.

The contractor will remove the old units at designated locations. The contractor may need to replace the anchor bolts (provided by the contractor), if the bolts break when removing the box or the box cannot be set in the exact same place. Every effort should be made not to break the bolts when removing the old units. The new units come with two security McGard nuts to be used on two of the bolts for each unit. Unless otherwise designated, these will be placed on diagonal corners.

*Anchor bolts  
McGard nuts  
Labels*

The replacement also includes labeling the inside of the new units. Some stations may have copies of the box diagram for labeling, but a diagram is not guaranteed. If the contractor cannot read the existing label/address clearly, they should call the station to verify with the station edit sheet. The contractor should have a label machine to print out address labels that go inside each customer compartment based on the diagram or other address list provided by the station.

The contractor will remove the master lock known as the arrow lock (AL) or modified arrow lock (MAL) from the old unit and install on the new unit. The station should have

extra locks available in case the locks do not fit the new unit, are damaged in some way, or an old style arrow lock is on the old unit.

The contractor may have to transfer any mail in the old unit to the new one or the new customer keys, if the customer has not retrieved before the unit is replaced. The contractor needs to make sure the mail and keys are placed in the correct compartment.

At no time is a contractor to deliver any mail to any customer or hand any mail to any customer (even if the customer has an ID). This is strictly a postal function. Any mail to be removed from equipment is to be transferred to the new equipment unless the station requests it to be returned to them.

The contractor will record the CBU serial number (found on the back of each CBU) of each new unit on the worksheet of the location. The contractor will make a new label of the identification number on the old box for the new box and place it in the upper left hand corner of the CBU (if the station has an id# on the old unit). If other decals are needed, they will be provided by the USPS.

If the new box will not fit properly on the slab next to another unit, the contractor will need to move an existing box or boxes over to allow room for the new one. Contractor must notify station representative or contracting officer's representative to get approval.

#### POSTAL SERVICE FURNISHED EQUIPMENT

Postal Service furnished equipment will consist of all collection/delivery equipment, locks (customer and postal), arrow and modified arrow lock keys, decals, and McGard parts and special McGard tools.

***The contractor/employees must sign out arrow keys at designated unit as necessary to perform duties. The keys must be checked out and in each day; they cannot be kept overnight. The keys must be on a key chain and attached to the contractor at all times while in their possession. Any keys lost while in their possession may result in termination of the contract and the contractor may be liable for any replacement locks/keys associated with such loss. The contractor will be responsible for himself/herself and any of his/her employees adhering to these instructions. The contractor or his/her employees will not at any time leave keys with anyone other than designated station employee. They must always be signed out and in. Do not ever have someone else sign out or in (not even a Postal employee). This is a security protection for the contractor/employee and the postal employee.***

#### McGard Security Hardware

McGard Security Nuts are used to secure collection box legs and CBU/HSCBU pedestals to concrete pads.

All new or replacement CBUS/HSCBUS and collection boxes must have two McGard nuts installed.

**½-13 Security Nut (103020)** – CBUs, HSCBUS, Collection boxes using ½” studs in concrete. Tool – ½-13 hex key driver (110005). Installation instructions: Secures box legs/pedestal to concrete pad; clean threads, apply Loctite 271 and torque to 70-75 ft.-lbs. Install two McGard nuts on diagonal legs/pedestal.

**3/8-16 Security Nut (103008)** – Collection boxes using 3/8” studs in concrete. Tool: 3/8-16 hex key driver (110665) Installation instructions: Secures box legs to concrete pad; clean threads, apply Loctite 271 and torque to 30-35 ft.-lbs. Install two McGard nuts on diagonal legs.

All contractors who install or replace CBUS, HSCBUS, or collection boxes must install McGard nuts per instructions. The McGard nuts and hex key drivers will be supplied by the USPS.

Torque wrenches, anchor bolts and loc-tite must be provided by the contractor.

### SECURITY

Due to the sanctity and security of the mail and postal-owned equipment, each contractor and all of their employees need to have a “security clearance” (includes background check, drug testing, and fingerprinting, See Attachment No. 5. These are the responsibility and expense of the contractor. If a contractor already has a current security clearance, they do not need to provide a new one. **Completion of the Security Clearance will only be required for successful offerors.** The contractor must have a photo identification badge; if not, the post office will provide a badge for use during the contract period. The badge will need to be returned once the contract has expired.

### MISCELLANEOUS

The USPS Contracting Officer’s Representative (COR) or their appointee, will assign work orders. The contractor will check in at the assigned post office according to the work order issued. The contractor will meet with the office personnel as needed to perform duties as requested on the work order. The contractor should have a city or state map guide for reference as needed. The stations may be able to provide route maps if needed.

Work completed by the contractor must be verified and the work order signed and dated by the appropriate station personnel.

*Signed off*

The contractor will submit invoices to the COR. The invoices should be itemized by work order number, total amount charged for each work order and the aggregate total on the invoice. All **original** work orders should be attached to the invoice. These will be submitted monthly and be paid on a monthly basis. Payment will be made monthly in arrears, 30 days after receipt of invoice or completion of services, whichever is later.

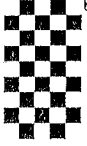
The contractor is responsible to provide all tools necessary to perform maintenance duties requested. The contractor is to provide their own vehicle. The contractor must have a valid driver's license and current vehicle registration and insurance.

Contractor's who are already performing other postal work or hold other USPS contracts, must assure that they are not over-extended and are able to handle all work in accordance with each contract without any delays to any of the contracts.

#### POST AWARD MEETING

The successful contractor(s) will meet with the contracting officer's representative and other designated USPS personnel to review all aspects of work requested and resolve any issues of concern.





To :  
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SHELLY LUCIDO  
APWU, President

From :  
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DAN VAN MINNEN  
MAINT. STEWARD

**Russell, Daniel H - Denver, CO**

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**From:** Witzel, Wayne A - Denver, CO  
**Sent:** Wednesday, August 18, 2010 9:59 AM  
**To:** Minter, Cathy I-Longmont, CO; Smith, Jaman C - Denver, CO; Trujillo, Daryl A - Denver, CO; Wright, Catherine R - Longmont, CO; Johnson, Murray A - Grand Junction, CO; Sims, Gary L - Cheyenne, WY; McBain, Walter S - Denver, CO; Munoz, Juan X - Brighton, CO; Coleman, E Keith - Aurora, CO; Hill, Sharon H - Littleton, CO; CO-WY Maint EAS 204B GMF; CO-WY Maint DIST MGRS  
**Co:** Fuentes, Roland A - Denver, CO; Epperson, Selwyn D - Denver, CO  
**Subject:** FW: Postal Equipment Lock Changes & Repairs

**Importance:** High

Below are the procedures for lock changes. Please share this information with all offices.

Thanks

Wayne Witzel  
Manager Maintenance  
Denver P&DC

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**From:** Ballard, Craig T - Western FSO  
**Sent:** Wednesday, August 18, 2010 9:08 AM  
**To:** Maintenance Managers - Western Area  
**Subject:** Postal Equipment Lock Changes & Repairs

Due to Western FSO staffing issues, we need to implement the procedure below.

Until further notice, please follow these steps for notifying the Western FSO of requests for Postal Equipment lock changes or repairs:

- 1) Complete PS Form 4805 Maintenance Work Order Request.
- 2) Indicate the Postal facility responsible for the PO Box or NCBU.
- 2) Indicate the street location of the PO Box or NCBU requiring lock change / repair.
- 3) Fax completed PS Form 4805 to the WFSO at **303-220-6511**.
- 4) The request will be offered back to Maintenance to accept OR decline and complete an Article 32. (this is required until such time as a blanket Article 32 agreement is established by Area or District.)
- 5) If declined by Maintenance; the WFSO will complete the lock change or repair.

Thank you for your support.

**Craig T. Ballard**  
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